

LARGE TYPE: RATES AND STANDARDS:
OFFICE OF THE SUPERINTENDENT OF
PUBLIC INSTRUCTION, STATE OF ILL-
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Large type

RATES AND STANDARDS

**OFFICE OF THE SUPERINTENDENT OF
PUBLIC INSTRUCTION
RAY PAGE
SUPERINTENDENT
STATE OF ILLINOIS**

**EDUCATIONAL MATERIALS COORDINATING UNIT
410 SOUTH MICHIGAN AVENUE
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Section B — Large Type

Part II. Instructions

B. Instructions for volunteer-produced large-type texts

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INSTRUCTIONS FOR VOLUNTEER-PRODUCED LARGE TYPE TEXTS

You are undertaking the task of providing educational materials for partially sighted students. Quality and adherence to the following instructions, plus the fact that material must be available to the student when he needs it, are part of your commitment. Since the typewritten master copy you will be preparing must undergo some form of duplication, collating, binding, shipping, record keeping, etc., it is urgent that each volume prepared be submitted at least six weeks prior to the time the material is needed. The contribution you are making in time and effort may result in the only possibility a student has of mastering that particular subject.

This is a guide for the kind of equipment and materials to be used. Specific directions for format are given.

The directions reflect the thinking of a workshop composed of teachers of partially seeing and volunteer transcribers. Included are suggestions from the National Society for the Prevention of Blindness Publications Guidelines for the Production of Material into Large Type.

The completed transcripts bear your name (see sample). Let them exemplify an individual who cares enough to do her best.

General Instructions

HIGH TYPING STANDARDS ARE ESSENTIAL. The prepared copy will be the master copy which will be subjected to duplication by various processes. Erasures or minor breaks in print are not acceptable since these tend to be more pronounced in some duplication methods and create additional problems for the reader.

For best results, typing should be strong with an even touch. **SPEED IS NOT IMPORTANT.** The impor-

tant elements of acceptable master copy are: Accuracy, darkness and sharpness of letters, clean pages, and conformity to recommended formats and practices.

ERASURES MUST BE KEPT TO AN ABSOLUTE MINIMUM. If it is necessary to correct more than two letters on a page, please rewrite the page. In making these corrections, it is recommended that a commercial whitener, such as SNOPAKE, be used. Since this is a liquid product, care should be exercised in its use so that surrounding copy is not affected. Experiment with it before using it in corrections.

Typed-over letters are not acceptable, except by the above method.

CLEAN THE TYPE AT VERY FREQUENT INTERVALS—always before doing the first page of the day. Make sure that the typewriter, roller, paper holders, keys, etc., are kept clean.

The type must be in perfect alignment to insure uniformity of impression. It is recommended that machines be serviced periodically so that adjustments can be made.

Equipment and Materials

I. Typewriter

The typewriter must be in perfectly clean condition; in perfect alignment to insure uniformity of impression by type face (increased manual pressure will not do this—call in the service man). Availability of service is an important factor to be considered in purchasing a typewriter. Most typewriters now come in electric models. In general, these make possible the best impression.

Other factors to keep in mind regarding the typewriter are: type style, platen, platen position, impression control, adjustment of ratchet. The typist should be thoroughly familiar with the ma-

chine. A manual on its use may be obtained from the typewriting company or the local dealer.

A. Type Size

Most typewriters are described in terms of pitch number, i.e., the number of letters and spaces included in a horizontal inch. It is recommended that a typewriter be used that has 6, 8, or 9 pitch. Nothing smaller than a lower-case letter of $1\frac{1}{8}$ " in height should be considered "large type". In general, the range for partially seeing individuals is between 18 and 24 point type.

For our present purposes, all hand-copied large type is to be done in 18 point type.

B. Spacing

Distance between lines should be essentially equivalent to the height of the tallest letter in the line. The typewriter company will provide the necessary ratchet to insure such spacing.

C. Type Style

Most typewriting companies have special identifying names for their type styles. Among these are: Bold Face Gothic (sans serif); Gothic (sans serif); Giant Primer (sans serif); Butterick; Large Vogue; Large Book Face; Directory. It is important that the machine have both upper and lower case letters. It is well to keep in mind that type having a broader face will photograph better than type having a slim, sharp face; the latter is not recommended.

The following sources are among those offering machines with type fonts that come

- within the definition of large type: IBM; Olympia; Remington Rand; Royal McBee; Smith-Corona; Olivetti Underwood. Request samples of type fonts and make selection as nearly equal to the above recommendations as possible.

II. Ribbon

The ribbon should always be at maximum darkness. Although there are fine cotton and nylon ribbons, it is generally agreed that the new carbon ribbon (polyethylene film) should be used. It is especially recommended in the preparation of offset masters.

Before purchasing a ribbon, consult the type-writer company representative and explain clearly the purpose for which the machine is to be used, i.e., typing in large, clear, clean type for partially seeing individuals.

III. Paper

It is particularly important that there is no show-through. Purchase paper from a paper merchant if at all possible; he will be glad to submit samples for trial. Specify as follows:

Color: WHITE (avoid such designations as "high white" or "blue white").

Quality: VELLUM (dull-finish, non-glare).
OPAQUE (.91 to .92 opacity, such as Mohawk Opaque, Rackett Opaque, Bulk-opaque).

Weight: 50 lb.

Size: 8½" x 11".

IV. Binding

Bindings should be as flexible as possible so that pages will lie flat. Covers should be as stiff

and strong as possible. (It is **not** recommended that heavy sheets of paper be used as covers.) The American Printing House for the Blind, 1839 Frankfort Avenue, Louisville, Kentucky 40206, is one manufacturer of an acceptable binding. (For further information from the Printing House, please refer to the Krebs binder.)

Plastic spiral and loose-leaf type binders are also acceptable.

Bindings should lend themselves to duplication with a minimum amount of effort.

Caution: Before binding, check each page to make sure it is perfect with regard to type, content and pagination.

The ribbon should always be at maximum darkness. ALWAYS have an extra ribbon on hand.

PROCEDURE

I. Typing

A. Roller Setting

Set roller at 2 (two hand-rolled single spaces). In these instructions this setting is defined as "single spaced".

B. Margins

Top of page: $\frac{3}{4}$ " from top of first letter.

Bottom of page: 1"

Left-hand margin: $1\frac{1}{4}$ "

Right-hand margin: 1"

C. Punctuation Spacing

Always space twice after a period, exclamation point, question mark, or colon; space once after a comma or semicolon. A dash is made by two hyphens, --.

D. Paragraphing

Indent the first line of each paragraph five spaces. Double space (four hand-rolled single spaces) between paragraphs.

E. Hyphening

Do not hyphenate under four or five characters; if necessary, move the whole word to the next line. Always favor the shorter line. Have a dictionary at hand to insure correct hyphenation. ("20,000 Words", a Gregg Publishing Division, McGraw-Hill Book Company, is a convenient book for this purpose.)

No Hyphening of words for 2nd Grade and below.

F. Underlining

Whenever it is necessary to underline, put roller into "soft roll" position, roll page up just a fraction, do the underlining as required and return roller to original position. This practice eliminates the possibility of the underscoring cutting through any letters above it.

G. Set-Up

Preprimer and 1st Grade: Each typed line should be double spaced (four hand-rolled single spaces). Copy text line for line—exactly as in standard print copy. Start a new type-written page for each new print page, even though only one word might appear on that page.

All Books from 2nd Grade On: Begin all units, chapters, stories, etc., on a new page.

Typing should be single spaced (two hand-rolled single spaces).

Never start a subheading or other title at the bottom of a page unless you can also include at least two lines of text relating to it on the same page.

H. Page Content

Do not end a page with a heading or subtitle. Start a new page.

If a paragraph can be completed at the bottom of a page by using an extra line, this is occasionally acceptable. Do not carry over to a new page the last word or line of a paragraph. Two lines should be the minimum carry-over.

All typing is to be done on **one side of sheet only**.

I. Requirements Per Volume

Preprimer, 1st Grade and 2nd Grade—approximately 50 pages.

3rd, 4th and 5th Grades—approximately 75 pages.

6th Grade and up—approximately 150 pages.

NOTE: Volumes should end at a suitable breaking point, such as the end of a chapter, section or paragraph. If a few more pages in a volume will afford better continuity, this is acceptable. However, it is best to have fewer than the designated number of pages for the convenience of the student and because of the limitations of binding.

The words, THE END, centered and double spaced from text, should appear on last page of last volume only.

J. Supplementing Volumes

Material, such as glossaries, indexes, vocabularies, etc., which are to be bound in separate volumes, should be transcribed after the first text volume has been completed. (See glossaries, indexes, vocabularies, etc., for specific instructions).

II. Format

NOTE: Be consistent in following chosen format throughout the work. Study the textbook before commencing. Make notes of the chosen format and refer to these notes frequently. Any questions or problems encountered should be discussed with the assignment chairman.

A. Order of Preliminary Pages

All material, such as title pages, tables of contents, forewords, prefaces, dedications, bibliographies, etc., are to be included. Follow the order of the standard ink-print text.

1. Typist's Notes

If it is necessary to include notes to the reader, such as the manner in which footnotes, numbered lines, colored ink-print material, etc., were presented in the typed copy, these directions should follow preliminary pages, but immediately precede the body of the text.

B. Title Page (Frontispiece)

Title pages shall be prepared as facing pages. The right-hand page is to contain the title, author, publisher, copyright, and the specific volume information. The left-facing

page should identify transcriber, year of transcription, name of sponsoring agency, and reference to the Office of the Superintendent of Public Instruction.

The left and right-hand margins on **title pages only** should be $1\frac{1}{4}$ ". (For recommended format, see sample pages attached.)

C. Table of Contents Pages

The complete Table of Contents for the entire book should be included in Volume One. Each subsequent volume should contain only that portion of the contents included in that particular volume. Lists of ink-print maps, diagrams or illustrations should be omitted if they are not included in the typed copy. These omissions should be noted at the end of the Table of Contents of the first volume.

Top line Page number at right-hand margin. Center text title in full capitals (abbreviate if necessary). Leave a minimum of three clear spaces between title and page number. (See Guidelines 1 and 2.)

Triple space (six hand-rolled single spaces), then type Table of Contents heading. centered and in full capitals. Triple space again (six hand-rolled single spaces).

At left margin, copy heading used in text, such as Chapter, Stories, etc. At **right margin** type the word, **Page**, so that "e" ends at margin. Double space (four hand-rolled single spaces). Copy text, using periods as guidelines. Underline headings on each page.

1. **Guidelines** consist of a minimum of three dots with a space before and after the guideline. If space does not permit, omit the guideline. If there are less than three

- spaces between the last word of the title and the page number, carry the last word of the title over to the next line.
2. If title requires more than one line of type, guide dots and page number follow the last word of the title. Carry-over is indented to line up with the third letter of the first word of heading.
 3. Follow print format for vertical arrangement of page and chapter numbers.

If material from a major heading (story, unit, chapter, etc.) is carried over from one volume to another, repeat the heading in the Table of Contents of the subsequent volume, followed by the word (Continued).

If more than one typed page is necessary for the Table of Contents, after the first page double space only (four hand-rolled single spaces) between "running head" and "Table of Contents" and the listing.

(See sample Table of Contents page.)

D. Book Title

The complete title of the book must appear on the first page of the body of the text. This should be centered on the top line, in full **CAPITAL LETTERS**, and each word underlined separately. When the title requires more than one line, double space (four hand-rolled single spaces) between lines. Since the text page number will also appear on the top line, leave a minimum of three clear spaces between last word of title and the page number.

1. "Running Titles"

"Running titles" must be centered on top line on every page. Include grade or

book number if it is part of the title. If title is too long for one line, give a meaningful abbreviation. Remember to leave at least three spaces between title and print page number. Title should be in full capitals, each word underlined separately.

Double space (four hand-rolled single spaces) between the "running titles" and the body of the text.

E. Major Headings and Subtitles

Follow ink-print text for guide as to capitalization and placement of titles and headings, using full capitals or capitalizing first letter of words to conform to print. Placement on typed pages of headings should also follow style of print text.

Headings should be spaced as follows:

Triple space (six hand-rolled single spaces) after unit and/or chapter titles, stories, poems, etc.

Double space (four hand-rolled single spaces) before and after subtitles.

All titles, except for subtitles, should have each word **underlined separately**. Subtitles are to be **underlined in a running line**.

F. Pagination

1. **Print Page Numbering** Page number should correspond to the text page number, whether text page number used is Arabic or Roman numerals.

If a page of print is longer than a page of typed material, the next typewritten page, or pages, will carry the print page number "A", print page number "B", etc.

EXAMPLE: 19-A, 19-B, etc.

The page number, underlined, should appear in the upper right-hand corner of the page, after allowance is made for margins. It is to be typed on the top line, separated from the title by at least three spaces.

When a print page ends before the typed page has been completed, type only what appears on **that** print page, double space (four hand-rolled single spaces), type the new print page number, underlined, at the right-hand margin, double space again, and continue with the text from the new page. **EXAMPLE:**

I had never lived anywhere but

20

in a city and was completely incapable of understanding what life in a small town was like.

When too close to the bottom of the typed page to type at least two lines after the new page number, start a new page.

When a new print page is started on an earlier typed page, as sample above, the following typewritten page is numbered **20-A**.

Unnumbered Pages If unnumbered pages appear in the text but are accounted for, whether Roman or Arabic numerals, number the typed page. For example, two unnumbered pages appearing between 14 and 17 would be numbered 15 and 16.

If unnumbered pages in the print text are insertions and not accounted for, they are to be considered as continuations of

the previously numbered page; i.e., two unnumbered pages between 14 and 15 would be numbered as 14 with the proper letter after it.

Omitted Pages If pages must be omitted from the typed copy, indicate as follows: Double space (four hand-rolled single spaces) and indent for paragraph. Type "Page (or pages—give page numbers) have been omitted." Double space again and proceed with next text page number in usual fashion.

2. **Consecutive Typed Page Numbering** The consecutive typed page number should appear, centered and in parenthesis, $\frac{1}{2}$ " from the bottom of the page.

Consecutive page numbering should appear on every page, with the exception of the title page, which should be counted but not numbered.

Use consecutive numbers until text is completed.

When preparing supplement volumes, consecutive page numbering should start with Page 1 for the first such volume. If more than one volume of supplement is required, continue consecutive numbering for all supplement volumes.

G. Footnotes

1. **Prose** All footnotes are to be included at the point where they occur. Use the asterisk (*) where this is the symbol used in print copy, and it should follow the word without a space.

When numbers or letters are used as

footnote indicators, use the asterisk symbol followed by the corresponding number or letter. In such instances a space should precede and follow the typed footnote symbol.

When the print text uses several different footnote symbols, use a multiple of the asterisks; e.g., two (**) for the dagger, three (***) for the double-cross, etc.

Use the following format: Should a footnote appear in the middle of a sentence, insert proper footnote indicator and complete sentence. Double space (four hand-rolled single spaces) and repeat proper footnote symbol at margin.

Begin footnote text in fifth space of line and use block form, the first word of second line under first word of first line.

EXAMPLE:

* Sophie Charlotte, the second wife of Frederick I (1657-1713: King of Prussia from 1701).

After completing footnote, double space and continue with text.

When two footnotes appear in the same sentence, requiring the footnotes to follow one another, be sure to double space between each footnote.

Footnotes which appear in the text in one section, usually at the back of the standard print text, should be transposed to their point of reference.

2. **Poetry**—Footnotes occurring in poetry should be placed at the end of each stanza where necessary. Double space (four hand-

rolled single spaces) before and after the footnote entry.

When poetry divisions are lengthy, footnote references appearing on each typed page should be placed at the bottom of that page, using the same footnote format as prose. This method will necessitate the counting of letters, spaces and lines so that ample space is allowed at bottom of page.

If marginal notes appear, type these across the line in block form, indented four spaces from the margin **before** the verse they appear next to. Double space before and after such notes.

H. **Italics and Bold Print**

Underscore words in italics and dark print. Do not underscore a whole paragraph, but draw attention to it by using an underscore line at top and bottom of paragraph, boxing the material.

I. **Phonetic Markings and Accents**

Accents and phonetic symbols which appear in some texts must be copied into large-type texts, usually by hand. Use a fine-line felt pen. Do **NOT** use a ball-point pen.

J. **Diagrams and Illustrations**

Allow space for insertion of diagrams and figures essential to the understanding of the text. Leave blank about three times the amount of space that the textbook illustration requires. If an entire page is necessary, number it at top and bottom in consecutive order.

Those photographs, etc., essential to the

-text but not possible to reproduce should be referred to as follows: (See Standard Print Copy).

All captions should be included. They should be presented in block form, indented four spaces, and double spaced (four hand-rolled single spaces) before and after. EXAMPLE:

Picture: (See Standard Print Copy.)

Picture Caption: Automatic Chlorinator. Chlorinator automatically maintains the desired percentage of chlorine in the water system. This chlorinator is being adjusted for the desired flow of chlorine.

If caption is numbered in text, such as Fig. 1-4, Chart 1-8, etc., use same designation in type.

K. Charts and Graphs

Type all charts and graphs. If one page is not sufficient, use two facing pages. (Remember that the left facing page will necessitate reversing the margin setting.) If necessary, type across the width of the page, keeping in mind the binding requirements at the margins. Consult the assignment chairman if problems exist.

L. Numbered or Lettered Exercises

When typing questions or exercises, use the block form. The number should be at the left margin. Any carry-over is to start underneath the first word of the first line. (See Example below.)

If exercises or questions are subdivided by means of letters or numbers, the letter or

number should appear in outline form. EXAMPLE:

1. If an animal has a rod of gristle where the backbone ought to be, at least during the early period of its growth, it belongs to the phylum called
- A. If an animal of this phylum has a backbone when it is fully developed, it belongs to the subphylum called

Skip a line between numbered exercises —NOT between subdivisions.

If possible, the entire question and its answer, if it is given, should be completed on one typewritten page.

M. Glossaries, Indexes, Vocabularies, etc.

The index, appendix, bibliography, glossary, vocabulary, etc., exclusive of atlases, must be included. They should be placed in a separate volume, with a table of contents page and title page, and should be designated as "Supplement". Should more than one volume be needed for this material, the volumes should be identified as "Supplement I", "Supplement II", etc.

Disregard columns if used in print copy—type across the line.

Entries should start at the left margin, carry-overs indented two spaces. Subentries should be indented two spaces and their carry-overs indented four spaces.

Whether or not it is used in the print copy, use a colon for punctuation after the entry or subentry word in vocabularies, glossaries, dictionaries or indexes.

- “ EXAMPLE of vocabulary entry:
 bleiben, blieb ist geblieben: To stay, remain;
 wo der Zug bleibt: what has become of the train;
 stehenbleiben: to remain standing, stop

N. Poetry

1. Poetry should begin at the margin. When a line of poetry is too long for one line of type, the carry-over should be continued on the next line, indented four spaces.
2. When the print poem or verse already has indented lines, these lines should be indented two spaces and any carry-overs should be indented six spaces.

If a poem is too long to be completed on one typed page, try to make divisions between stanzas. If a stanza must be divided, a minimum of two lines from that stanza should appear on each page.

O. Several Colors of Print

When it is absolutely necessary for the understanding of the print text to represent several colors of printing, use the following format.

Precede the word or phrase in color with the first letter of the color, in parentheses. e.g., (R) for red, (G) for green, (B) for blue, (O) for orange, (Br) for brown, etc. Underline the word or phrase.

If the standard print copy employs this treatment frequently throughout the text, write a “Typist’s Note” on a separate sheet

which should be placed in the front of the volume before the beginning of the actual text. Be sure to include this information in each volume.

When the standard print text uses colored print only occasionally in the text, the "Typist's Note" should immediately precede that particular portion.

P. Numbered Lines

Prose: When lines of prose are numbered in the margin in the print text, **every** ink-print line must be numbered in large type.

1. The line number should be shown in the last spaces of the typed line in which a new ink-print line **begins**—even though the ink-print number is shown in the left-hand margin. If an ink-print line requires more than one large-type line, **do not** repeat the line number.
2. All lines of text should end at least two spaces before the beginning of the line numbers, whether or not a line number appears at the end of the large-type line.
3. When an ink-print line begins within a large-type line, it should be preceded by three blank spaces with the corresponding number of the new ink-print line inserted at the end of the large-type line.
4. When two ink-print lines could be started on the same large-type line, the large-type line of text should be terminated at the end of the first line of print, and the second ink-print line should begin at the margin of the next large-type line.
5. When a word is divided at the end of the

- line in ink-print, this division should be shown in large type.

6. **Do not underline** the line number.

EXAMPLE OF NUMBERED LINES IN PROSE

Ink-print format

“There are more things to find out about this house”, he said to himself, “than all
95 my family could find out in all their lives.
I shall certainly stay and find out”.

Large-Type Format

“There are more things to find out 94
about in this house”, he said to him- 95
self, “than all my family could find
out in all their lives. I shall certainly 96
stay and find out”.

Poetry When lines of poetry are numbered in the margin in ink-print, only the line numbers appearing in the ink-print text should be indicated in large type.

1. The format of poetry should be maintained, and the line number should be written in the last spaces of the large-type line in which a new numbered ink-print line begins.
2. All large-type lines should end at least two spaces before the beginning of the ink-print line number, whether or not a number actually appears on the line.
3. **Do not underline** the line number.

Q. **Blanks and Dashes**

Missing Words A blank which repre-

sents a missing word in the ink-print text should be done as follows in large type:

1. Use six underline strokes for each blank required.
2. Spacing should be as for word spacing—one space before and after the blank.
3. Punctuation belonging to the missing word should precede or follow the blank without a space.
4. Blanks in **workbooks** should be longer to permit writing in of answers.
 - a. Double the length of the blank in the text.
 - b. When several blank lines are indicated in the ink-print text, double the number of lines in large type.

Missing Letters Blanks which represent one or more missing letters are prepared as follows:

1. Use three underline strokes to indicate missing prefixes, suffixes or portions of words.
2. Both the dash and the word to which it is attached must be put on the same large-type line, and no space should be left between the dash and the word portion.
3. When hyphens are used in the print copy to indicate the number of missing letters, use the hyphen and copy the same number of hyphens.

R. Fractions

Do not use fractions on typewriter. Write fractions in the following manner: $1/2$, $1/4$,

3-1/2, in story problems. In exercise problems use this form:

$$\frac{1}{4} + \frac{1}{2}$$

III. Proofing

All typed material must be proofread. It is advisable that two people be used for proofreading, one to read to the other. **Read everything typed on the page.**

IV. Adaptation

When a text refers to a diagram, illustration, chart, etc., by stating "the chart at the lower left of the page", or "on the next page", change the wording to suit the text you are typing. This is the only type of change permitted. Never change any word or portion of the original copy other than in situations as stated above.

STUDY THESE INSTRUCTIONS CAREFULLY AND FREQUENTLY. Should problem areas occur which are not covered by these instructions, seek assistance from the assignment chairman.

